POLICY STATEMENT

The payroll administration policy defines the practices of the University regarding overtime pay per the Overtime Provision of the Fair Labor Standards Act, holiday pay, pay periods, deductions, garnishments and direct deposit.

Overtime Pay:
All administrative and professional employees who are “exempt” employees are excluded from the Overtime Provisions of the Fair Labor Standards Act. All nonexempt employees will be paid time and one-half for all hours worked in excess of 40 hours per week. Any questions regarding overtime status should be referred to an immediate manager or the Office of Human Resources.

Any employee of National University of Health Services (NUHS) may be required to work overtime. Overtime will be paid for non-exempt employees. Any overtime scheduled must be at the manager’s request and must have prior managerial approval. Non-exempt employees are not to work overtime unless requested to do so by their manager.

Overtime is defined as one and one-half times regular rate of pay for all hours actually worked over 40 hours each workweek, Saturday through Friday. For overtime calculations, hours actually worked does not include vacation, holiday, or sick days or any other hours not physically worked.

Occasionally employees may be asked to alter their workweek by working more hours one day and then arriving at work later or leaving earlier on another day within the same workweek. The time off must be taken within the same workweek.
**Holiday Pay:** Non-exempt employees who work between 20 and 39 hours per seven-day workweek, are eligible for holiday pay on a prorated basis. For example, over a five-day workweek as approved on the Personnel Action Notice, an employee working 25 hours per five-day workweek would be eligible for holiday pay for five hours (25 divided by 5).

Non-exempt employees who work 20 to 40 hours per week, will be compensated for holiday pay at two and on-half times their regular rate of pay.

- Monday through Friday holidays: If a holiday falls on a day of the week when a non-exempt, full-time employee is normally not scheduled to work, he/she will be paid straight time for the holiday. If a holiday falls on a day of the week when a non-exempt, part-time employee (20 to 39 hours per week) is normally not scheduled to work, he/she will be paid straight time on a prorated basis. For example, over a five-day work week as approved on the Personnel Action Notice, an employee working 25 hours per five-day workweek would be eligible for holiday pay for five hours. Pay is at straight time.
- If a non-exempt employee works on a holiday that falls on a weekend but is recognized on a weekday, straight time will be paid for the weekend hours worked.
- Employees scheduled to work less than 20 hours during the seven-day workweek in which a holiday falls, are not eligible for holiday pay.
- Bonus days are days off that may be awarded around the winter and New Year's holiday at the description of the President. Should a department have to work on a bonus day, employees will be paid bonus time at the regular rate, plus any hours worked. Some departments, due to the nature of their business, may not be able to be off on bonus days.
- From time to time, the President may choose to close the University early (i.e., noon on the Wednesday before Thanksgiving). Should an employee have scheduled paid time off (vacation or sick) the day is credited as a full vacation/sick day.

**Pay Periods:**
Non-exempt employees are paid on a biweekly (every other Friday) basis and must submit time cards detailing time worked and/or time off by the deadlines established by the payroll office in order to be paid.

Exempt employees are paid on a biweekly (every other Friday) basis. Exempt employees must submit an absence report form detailing time off and return it to the payroll office in order for that time to be recorded appropriately.
Deductions:
There are two types of deductions: those required by law and those authorized by the employee.

The law requires that regular amounts be deducted from an employee's pay and applied toward payment of the employer's federal, state, and city income taxes (if applicable), and the contribution to Social Security, Survivor and Disability Insurance and Medicare. Premium deductions for life, health, dental, accident, retirement, and disability insurance are made prior to the month of coverage. Deductions for medical insurance and retirement are made on a pre-tax basis. The University makes payments to various government programs on behalf of employees, such as social security and payroll taxes.

Garnishments:
By law, the University is required to honor legal garnishments of employees' wages or salaries. The payroll office will advise the employee of a garnishment received by the University and adhere to directives set forth in the garnishment.

Direct Deposit:
The University offers an automatic deposit option for employees interested in having their earnings electronically transferred to a specified bank account, rather than receiving a paycheck. You may make a deposit to two different checking accounts and a savings account. Once the payroll office enters your bank information in the payroll system, it may take more than one paycheck for the direct deposit to take place.